

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
QUALITY ASSURANCE LIAISONS’ MEETING MINUTES  
MONDAY – JANUARY 11, 2016**

<b>Attendees</b>	<p>Aelyen Yoon Agnieszka Medina Allen Pouravanes Antonio Banuelos Aprill Baker Barbara C. Engleman Belinda Ankrah Bertrand Levesque Brad Bryant Caesar Moreno Crystal Cianfrini-Perry David Tavlin Debra Mahoney Emily Ramos Elizabeth Pak Elizabeth Townsend</p>	<p>Gail Blesi Gassia Ekizian Greg Tchakmakjian Helena Ditko Jennifer Hallman Jessica Walters Joel Solis Juanita Olivas Kari Thompson Karina Vasquez Kim Kieu Kimber Salvaggio Linda Rosetti Lisa Harvey Margaret Faye Mary Camacho Fuentes</p>	<p>Michele Munde Michelle Rittel Michelle Young-Samboyan Misty Aronoff Monika Johnson Natasha Billups Nikki Collier Randolph Faveau Raul Velasquez Rhiannon DeCarlo Robin Washington Sonya Wangpuchakane Susan Cozolino Thang Nguyen</p>
<b>Agenda Item</b>	<b>Discussion and Findings</b>	<b>Decisions Actions Tasks</b>	<b>Person Presenting</b>
<b>Call to Order</b>	Meeting was called to order at 10:40 a.m.		Brad Bryant
<b>Introductions</b>	Attendees introduced themselves		Brad Bryant
<b>Minutes</b>	The minutes were approved by Kimber Salvaggio and seconded by Michelle Munde.		Brad Bryant
<b>Announcements</b>	New QA Training Coordinator: Michelle Young-Sambajon		Brad Bryant
<b>Audits/Reviews</b>	<p>Auditor Controller:</p> <ul style="list-style-type: none"> <li>o 1/12 Stirling Behavioral Health</li> <li>o 1/26 Topanga West Guest Home</li> <li>o 2/23 Para Los Ninos</li> </ul> <p>Moss Levy:</p> <ul style="list-style-type: none"> <li>o None</li> </ul>		Brad Bryant
<b>Medi-Cal Cert. Section</b>	None		Brad Bryant
<b>State DHCS Updates</b>	No news regarding the State Letter in response to the DHCS training held on August 13, 2015		Brad Bryant
<b>Training &amp; Operations</b>	<p><b>Schedule of Trainings and Presentations</b></p> <ul style="list-style-type: none"> <li>• The training schedule was distributed <ul style="list-style-type: none"> <li>o The Psychiatric Diagnostic Interview trainings are open for registration</li> <li>o The only Understanding Documentation available for registration is in March at AFSCME/2<sup>nd</sup> floor</li> </ul> </li> </ul> <p><b>DO Updated QA Process Reminder:</b></p> <ul style="list-style-type: none"> <li>• There are 133 DO clinics and 47 have submitted their QA processes</li> <li>• Final reminder will be sent out to DO Program Heads stating QA Process was due December 31, 2015 (email to QA email address or fax)</li> <li>• Be sure to clearly identify provider numbers covered under the QA process</li> <li>• Request was made for examples of good QA processes</li> </ul> <p><b>DO Quarterly Monitoring Report Reminder:</b></p> <ul style="list-style-type: none"> <li>• Fourth quarter reports due January 15th</li> </ul>		Nikki Collier

	<p><b>LE CEO CONTACTS:</b></p> <ul style="list-style-type: none"> <li>• Annual LE reports are due on January 30 (LE providers only have to submit those documents indicated by the report)</li> <li>• A copy of the current CEO's list was handed to each QA Liaison in order to make any changes/updates. Any updates should be sent to Nikki ASAP.</li> <li>• An email reminder will be sent to the CEOs identified on the list, copying in the SA QA Liaisons and Co-Chairs.</li> </ul> <p><b>QA CONTACTS LIST</b></p> <ul style="list-style-type: none"> <li>• This list was posted on the QA website.</li> <li>• If there are any changes inform the QA Lead who will forward to the QA Division in order to keep the list updated.</li> </ul>		
Policy and Technical Development	<p><b>DRAFT QA Bulletin 16-02 (Do Not Distribute): System and Chart Review</b></p> <ul style="list-style-type: none"> <li>• DRAFT QA Bulletin regarding the System and Chart Review was reviewed</li> <li>• Asked to add in a statement regarding the review period</li> <li>• QA Liaisons were provided chart flagging cards for each service area</li> </ul> <p><b>FINAL 16-01 QA Bulletin: Service Verification Notification</b></p> <ul style="list-style-type: none"> <li>• Final QA Bulletin regarding Service Verification Notification discussed</li> <li>• QA will be beginning the pilot this week</li> <li>• Some things to evaluate in the pilot: <ul style="list-style-type: none"> <li>○ How to handle minor clients? Who will the notification be sent to?</li> <li>○ Will the notification be sent in alternative languages?</li> <li>○ How will questions regarding the notification from clients handled?</li> </ul> </li> </ul> <p><b>IBHIS Updates:</b></p> <ul style="list-style-type: none"> <li>• LE: Onboarding 5 LE providers in February, 10 LE providers in March</li> <li>• DO: New Consoles (ways of viewing information) were released, working on developing the Chart Review Tool in IBHIS (will not be attached to the clinical record), Problem List using SNOMED codes will be introduced soon</li> <li>• IBHIS Addendum Guide to Service and Procedure Codes (LE providers should be sure to use as some procedure codes are different in IBHIS than they were in the IS)</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Discussion regarding the use of 90885 (record review)</li> <li>• 90885 has a high risk of audit disallowance</li> <li>• To lower the risk, associate to the gathering of assessment information. Be clear how the information gathered from the review of records (typically DCFS reports, school reports, PCP reports, etc) informed your assessment</li> <li>• Anytime the client is not present for a service, the need to justify the service and how it will benefit the client must be clearly documented</li> </ul>		Jennifer Hallman
HIM	None		Bradley Bryant
Upcoming Items	<ul style="list-style-type: none"> <li>• <i>COS Manual Changes and Trainings</i></li> <li>• <i>Service Request Log Modifications for Universal Screening</i></li> <li>• <i>Organizational Providers Manual Updates: Chapter 5</i></li> <li>• <i>Procedure Codes Guide</i></li> </ul>		Jen Hallman
Next Meeting	Monday, February 8, 2016 550 S. Vermont Ave; 10 <sup>th</sup> Floor Los Angeles, CA 90020		Bradley Bryant

